



Las Vegas Fire & Rescue Fire Prevention Division Information Sheet



Effective Date: July 1 2014

CLV Ordinance #6325

The items listed are basic information only. Codes are subject to change. Additional requirements may apply.

Fire Drills for Assembly Occupancies

An approved fire safety and evacuation plan shall be prepared and maintained for assembly occupancies. **IFC 404.2**

- An exception is made for Group A occupancies used exclusively for purposes of religious worship that have an occupant load less than 2,000.

The fire safety and evacuation plan shall include a detailed seating plan; occupant load and occupant limit **IFC 404.2**

Fire evacuation plans shall include **IFC 404.3.1**

- Emergency egress or escape routes
- Procedures for employees who must remain to operate critical equipment before evacuating
- Procedures for assisted rescue for persons unable to use the general means of egress unassisted
- Procedures for accounting for employees and occupants after evacuation has been completed
- Identification and assignment of personnel responsible for rescue or emergency medical aid
- The preferred and any alternative means of notifying the occupants of a fire or an emergency
- The preferred and any alternative means of reporting fires and other emergencies to the fire department
- Identification and assignment of personnel who can be contacted for further information
- A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided

Fire safety plans shall include **IFC 404.3.2**

- The procedure for reporting a fire or other emergency
- The procedures for notifying, relocating or evacuating occupants, including those who need assistance
- Site plans that show the assembly point, location of fire hydrants and the route of fire department vehicle access
- Floor plans that show
 - Exits
 - Primary evacuation routes
 - Secondary evacuation routes
 - Accessible egress routes
 - Areas of refuge



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- Exterior areas for assisted rescue
- Manual fire alarm boxes
- Portable fire extinguishers
- Occupant-use hose stations
- Fire alarm annunciators and controls
- A list of major fire hazards associated with the normal use of the premises, including maintenance and housekeeping procedures
- Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires
- Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources

Where facilities develop a lockdown plan, the lockdown plan shall be in accordance with the IFC sections 404.3.3 through 404.3.3.3. **IFC 404.3.3**

Lockdown plans shall be approved by the fire code official and shall include the following

IFC404.3.3.1

- Instructions for reporting an emergency that requires a lockdown
- Accountability procedures for staff to report the presence or absence of occupants
- A prearranged signal for returning to normal activity
- An approved means of two-way communication between a central location and each secured area

The training frequency shall be included in the lockdown plan. The lockdown drills shall not substitute for any of the required fire and evacuation drills. **IFC 404.3.3.2**

The method of notifying building occupants of a lockdown shall be included in the plan. The method of notification shall be separate and distinct from the fire alarm signal. **IFC 404.3.3.3**

Fire Safety and evacuation plans shall be reviewed or updated annually or as needed by changes in staff assignments. **IFC 404.4**

Emergency evacuation drills shall be conducted at least quarterly. **IFC table 405.2**

Participation shall be by all employees **IFC table 405.2**

Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire. **IFC 405.4**



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Records shall be maintained of required emergency evacuation drills and include the following information: **IFC 405.5**

- Identity of the person conducting the drill
- Date and time of the drill
- Notification method used
- Staff members on duty and participating
- Number of occupants evacuated
- Special conditions simulated
- Problems encountered
- Weather conditions when occupants were evacuated
- Time required to accomplish complete evacuation

Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. **IFC 405.7**

As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for. **IFC 405.8**

An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge. **IFC 405.9**

Employees shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. **IFC 406.1**

Employees shall receive their training as part of new employee orientation and at least annually thereafter. **IFC 406.2**

Las Vegas Fire & Rescue
Fire Prevention Division
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